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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

May 05, 2011

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-44

TO: All LaGov HCM Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: LSU Health Plan Deduction Entries for Plan Year 2011

Due to recent changes made by the Office of Group Benefits, LSU First will be changing to a calendar year (January 1 – December 31) plan effective January 1, 2012. **For July 1, 2011 through December 31, 2011, LSU First will have a 6 month prorated plan year.** More details about this change, including new plan year rates, can be found on the LSU First website at <http://www.lsufirst.lsu.edu>. **Agencies must set up plan year deductions for July 1, 2011 through December 31, 2011 after confirming the employee's coverage.**

As explained in OSUP Memo [#2009-06](#), agency personnel are responsible for maintenance of LSU Health Plan wage types (Flex - 3124, *LSU Health Plan; Non-Flex - 3125, LSU Health Plan; and 3134, LSU Hlth Pln-ER). These deductions are entered on Infotype 0014 (Recurring Payments/Deductions). Remember, these deductions are "pre-paid" similar to OGB Health (i.e., deductions for June pay for coverage in July) and must be set up for the first payday of June 2011 (pay period 11/2011).

Suggested text to be added to IT14 when establishing the deduction for the next plan year is as follows:

IT14 – Establish deduction to continue same coverage for plan year 20XX-20XX.
Your initials and date MM/DD/YY.

Or

IT14 – Establish deduction to change (Option, Coverage, or Flex/Non-Flex) from XX to XX. Your initials and date MM/DD/YY.

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Agencies should run a payroll simulation, ZY08, upon completion of applicable LaGov HCM (previously referred to as ISIS HR) entries to verify the correct withholding/refund amounts of current and/or one-time premiums.

Agencies must forward the GB-01 form to the LSU System as well as OGB for all coverage changes or cancellations with LSU Health Plan members as LSU maintains/controls eligibility for the LSU Health Plan.

If you have any questions in reference to how these deductions should be set up, please contact the [LaGov HCM Help Desk](#). Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at DOA-OSUP-BFA@la.gov or (225):

Desiree Jefferson	342-5377	Brandy Boyd	342-5354
Michelle Richmond	342-5357	Jodi Bullock	342-5345
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APH:DWJ/pbh